

EVACUATION PLAN CHECKLIST

As taken from the 2009 Colorado Springs Fire Code

This evacuation plan checklist was developed to ensure that facilities have incorporated the 2009 Colorado Springs Fire Code into their fire safety and evacuation plans.

SECTION 404 - FIRE SAFETY AND EVACUATIONS PLANS

404.3.1 Fire evacuation plans. Fire evacuation plans shall include the following:

- Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Procedures for accounting for employees and occupants after evacuation has been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying occupants of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

404.3.2 Fire safety plans. Fire safety plans shall include the following:

- The procedure for reporting a fire or other emergency.
- The life safety strategy and procedures for notifying, relocating, or evacuating all occupants, including occupants who need assistance.
- Site plans indicating the following:
 - The occupancy assembly point.
 - The locations of fire hydrants.
 - The normal routes of fire department vehicle access.

- Floor plans identifying the locations of the following:
 - Exits.
 - Primary evacuation routes.
 - Secondary evacuation routes.
 - *Accessible egress routes.*
 - Areas of refuge.
 - Exterior areas for assisted rescue.
 - Manual fire alarm boxes.
 - Portable fire extinguishers.
 - *Hose valve / standpipe stations.*
 - Fire alarm annunciators and controls.
- A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
- Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

404.3.3.1 Lockdown plan contents. Lockdown plans may be approved by the fire code official and shall include the following:

- Initiation. The plan shall include instructions for reporting an emergency that requires a lockdown.
- Accountability. The plan shall include accountability procedures for staff to report the presence or absence of occupants.
- Recall. The plan shall include a prearranged signal for returning to normal activity.
- Communication and coordination. The plan shall include a means of two-way communication between a central location and each secured area.

404.3.3.2 Training frequency. The training frequency shall be included in the lockdown plan. The lockdown drills shall not substitute for any of the fire and evacuation drills required.

404.3.3.3 Lockdown notification. The method of notifying building occupants of a lockdown shall be included in the plan. The method of notification shall be separate and distinct from the fire alarm signal.

SECTION 405 - EMERGENCY AND EVACUATION DRILLS

405.2 Frequency.

TABLE 405.2

Group or Occupancy	Frequency	Participation
Group A	Quarterly	Employees
Group B	Annually	All Occupants
Group E	Monthly ^a	All Occupants
Group F and H	Semi-annually on each shift	Employees
Group I	Quarterly on each shift	Employees ^b
Group R-4	Quarterly on each shift	Employees ^b
Group S	Semi-annually on each shift	Employees

^a The frequency shall be allowed to be modified in accordance with Section 408.3.2 which states, in severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency.

^b Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5 which states, emergency evacuation drills shall involve the actual evacuation of all residents to a selected assembly point and shall provide residents with experience in exiting through all required exits. All required exits shall be used during emergency evacuation drills.

405.3 Leadership. Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

405.4 Time. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

405.5 Record keeping. Records shall be maintained of required emergency evacuation drills and include the following information:

- Identity of the person conducting the drill.
- Date and time of the drill.
- Notification method used.
- Staff members on duty and participating.
- Number of occupants evacuated.
- Special conditions simulated.
- Problems encountered.
- Weather conditions when occupants were evacuated.
- Time required accomplishing complete evacuation.

405.6 Notification. Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official.

405.7 Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

405.8 Accountability. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.

405.9 Recall and reentry. An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

405.10 Drill participation. When fire and evacuation drills are conducted, all persons who are subject to the fire drill requirements shall participate in the drill.

SECTION 406 - EMPLOYEE TRAINING AND RESPONSE PROCEDURES

406.1 General. Employees shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in Section 404.3.

406.2 Frequency. Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.

406.3 Employee training program. Employees shall be trained in fire prevention, evacuation and fire safety.

406.3.1 Fire prevention training. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

406.3.3 Fire safety training. Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

SECTION 407 - HAZARD COMMUNICATION

407.1 General. The provisions of Sections 407.2 through 407.7 shall be applicable where hazardous materials subject to permits under Section 2701.5 are located on the premises or where required by the fire code official.

407.2 Material Safety Data Sheets. Material Safety Data Sheets (MSDS) for all hazardous materials shall be readily available on the premises.

407.7 Facility Closure Plans: The permit holder or applicant shall submit to the fire code official a facility closure plan to terminate storage, dispensing or handling or use of hazardous materials.

SECTION 408 - USE AND OCCUPANCY RELATED REQUIREMENTS

Assisted Living Facilities (I-1)

408.5.1 Fire safety and evacuation plan. The fire safety and evacuation plans shall include special staff actions including fire protection procedures necessary for residents and shall be amended or revised upon admission of any resident with unusual needs.

408.5.2 Staff training. Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Employees are to be specifically trained in the emergency procedures for any special needs occupants. All such instruction shall be reviewed by staff at least every two months and upon arrival of a resident with special needs.

408.5.3 Resident training. Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.

408.5.4 Drill frequency. Emergency evacuation drills shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation. Drills are not required to be held at unexpected times or under varying conditions.

408.6 Nursing Homes (I-2)

Drills are not required to comply with the time requirements of Section 405.4.

408.6.1 Evacuation not required. During emergency evacuation drills, the movement of patients to safe areas or to the exterior of the building is not required.

408.6.2 Coded alarm signal. When emergency evacuation drills are conducted after visiting hours or when patients or residents are expected to be asleep, a coded announcement is allowed instead of audible alarms.